

CAO Report to Council, June 12, 2023

Anna KEenan

Overall: I'm grateful to have met with the Mayor and Deputy Mayor this month, to begin to formalize the objective-setting and performance review process. I received the first quarterly evaluation form from the Mayoral team a few days ago and will, in turn, fill out my self-evaluation and return it to them for their discussion with Council.

This month, I am organizing my activities report according to the major areas of work for staff that I identified at the Council meeting in May. Together Marsha and I have completed the following activities this month:

1 - Supporting Council governance

- Prepared agendas and materials for 2 Planning Board meetings and this Council meeting
- Hosted a Council training session 2 weeks ago, which was well-reviewed. One current Councillor was unable to attend, and I am yet to provide the written materials to them, but intend to follow up.
- Visited a Council meeting of the Rural Municipality of West River, to learn best practices, one of which I have tried to implement for this meeting, in the form of the new Resolutions/Motions template.
- Researching Records Retention bylaws and potential improvements in our practices, including for digital vs paper record retention.

2 - Planning & Development:

- Supported the Planning Board in their ongoing review of legal advice on the 2022 Draft Official Plan & Development Bylaw
- Managing the municipal response to 2 active IRAC appeals
- Met with the Development Officer to learn more about his work, his requirements of and suggestions for the municipality, and the usual methods of enforcing development bylaws in other municipalities.

3 - Fire department

- Met with CAOs of both Crapaud and North Rustico, to discuss the way that their Fire Departments are managed by (ie, supported by and accountable to) the municipality. Shared these learnings with Councillors
- Met with the Fire Department Liaison to discuss learnings from other municipalities, and to make progress on an equipment/asset inventory for the Department. A next meeting is scheduled in early July.
- Prepared a funding application for heat pumps in the Fire Hall.

4 - Emergency Measures Plan

- *No action on this file yet.*

5 - Overseeing approved Capital projects (Causeway, Water & Sewer, Wharf, Community Hall heatpumps)

- For the 3 Water & Sewer projects, I kept in dialogue with the engineers and relevant provincial and federal department staff required to gain approvals, and updated the W&S Commission a few days ago
- Prepared the funding application for the Community Hall heatpumps

6 - The Future of Victoria Park (& the Amar proposal)

- Composed and sent a letter requesting transfer of ownership of Victoria Park to the municipality, as per the motion by Council.
- Liaised with Gary Scales (representative for Amar) and Deputy Minister Jamie Aiken (Innovation), and responded to their invitation for the municipality to join a meeting to take place on June 13.

7 - Municipal Financial Sustainability - policy

- Drafted a policy for annual RFPs for municipal properties
- Reviewed Procurement Policies and Tangible Capital Assets policies of some other comparable municipalities, in the hope of soon drafting similar policies for Victoria
- Intending to discuss with regular renters of our spaces, increases to the Schedule of Fees, to bring to a future Council meeting.

8 - Municipal Financial Sustainability - operations

- Monitored, tracked and reported on municipal income and expenses as required.
- Have begun to gather Asset Management documents previously developed for the municipality, preparing for review
- Researching Asset Management trainings for staff

9 - Community Building

- Created the new municipal news system & template, and drafted and sent the first municipal news. The intention is for this newsletter to be issued not more frequently than once per month, though short time-sensitive necessary updates will also be sent.
- Local organizations will be invited to include updates.
- Invited donations and municipal volunteering - have had a few expressions of interest for both, that I intend to follow up on in the coming month

10 - Maintenance & services

- Worked with W&S Operator as needed.
 - FYI to Council: we are investigating a sharp spike in electrical billing at the lighthouse during May: a 10-times higher bill than normal for that site (\$800 rather than \$80 in a single month).
 - Preston visited the site to verify that the pumps for the lift station are switching on and off appropriately. No issues were uncovered. Marsha is following up with Maritime Electric, to determine if this was the result of an erroneous meter reading. We anticipate needing to consult an electrician if it happens again in June.
- Worked with Allan Marshall on the Beach Grant contract during May, during which he did maintenance and repairs that will enable us to use the Victoria Park picni tables and washrooms during the summer season this year, as well as cleaning up the garden beds on municipal properties. His work is deeply appreciated.
- Received the resignation of Allan Marshall from the general Maintenance position which he has held in Victoria for 19 years. We are tremendously grateful for his service to the village and are sad to see him go. We are recruiting for his replacement.
- Received a grant for 8 weeks of student wages, and am in the process of hiring a Summer Student for July and August
- Signed a contract with By The Sea Lawnmowing for the 2023-2027 summer seasons.

11 - Forward Capital Project Planning

- Am waiting on the Dept of Infrastructure and Transport to schedule a meeting on site, to explore options for future capital projects.